

# HELPFUL HINTS GUIDE

## FOR SUBMITTING MONTHLY PURCHASE CARD STATEMENTS TO ACCOUNTING

### **Do:**

1. Ensure funds are obligated in DISCAS under the appropriate CID before purchasing the goods or services from the vendor. The reservation/obligation transaction in DISCAS is assigned an XID, also referred to as a certification of funds availability (CFA) number. This number becomes a critical component in reconciling your Bank of America (BOA) purchase card statement in Step 2 below.

Purchases made in DOE/C-Web – The DOE/C-Web system will assign a purchase order number to each order. Example: AP01-03W005600.000-01. The DOE/C-Web to DISCAS interface will convert this number to a DISCAS CID. Example: P6W005600.

Purchases not made in DOE/C-Web – Use the specific M6ADCC\_\_ \_\_ CID that has been assigned to the cardholder.

Training – The training CID is generated and the obligation is recorded when training records are passed from CHRIS to DISCAS via an electronic interface process. Example: TR3WA6400. The training records in CHRIS must have a status of ENROLLED in order for the interface to process the obligation in DISCAS.

2. Annotate accounting codes for each line item on your purchase card statement to show where the costs and payments are to be applied. This reconciliation process will include matching each line item to the reservation/ obligation XID/CFA which was created in Step 1.

### Purchases made in DOE/C-Web

Purchase Order Number: AP01-03W005600.000-01 (required)  
Obligation XID/CFA: 13090000 (required)  
B&R: WM2101000 (desired)  
Object Class: 251 (desired)  
Fund Type: SA (desired)  
Financial Plan: AA (desired)

### Purchases not made in DOE/C-Web

Obligation XID/CFA: 13090000 (required)  
B&R: WM2101000 (required)  
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3. Verify sufficient funds have been obligated to cover the cost of the line item. If no, obligate the necessary funds prior to forwarding the reconciled statement to Accounting.
4. Annotate the word “dispute” for any line item on the statement that you are disputing:
  - Complete the dispute form on the back of your purchase card statement and forward to BOA immediately
  - Contact vendor/supplier immediately and make every effort to resolve dispute
  - Forward statement to ME-144 per instructions in item 7 below
5. Ensure that the authorized approving official signs the reconciled statement.
6. Ensure authorized approving official has a current Travel Authorization and Program Manager Signature card (HQ F 1500.5) on file with ME-14. Blank forms are available at:

<http://www.directives.doe.gov/pdfs/forms/hq1500-5.pdf>

ME-14 point of contact for signature cards:

Laura Gurganus  
Systems Operations/Financial Support Services Team, ME-142  
C-277, GTN  
1-800-877-8339 for relay, then extension 3-8826  
[laura.gurganus@hq.doe.gov](mailto:laura.gurganus@hq.doe.gov)

7. **Submit the original reconciled and approved statement to the Accounts Payable Division (APD) no later than the 15<sup>th</sup> of the month following the close of the statement billing cycle date (e.g. March 27, 2003 is the close of a billing cycle, the approved statement would be due to APD no later than April 15, 2003). If the 15<sup>th</sup> falls on a non-work day, then the statement is due by the next business day.**

**Mailing Address:     Accounts Payable Division, ME-144  
                                 C-244, GTN  
                                 Attention: Lisa Jones**

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- Pressed for time?** – You may fax the statement to 301-903-5977 in order to meet the drop-dead date, and then follow-up by mailing the original statement.
8. Contact Lisa Jones at 301-903-1406 or [lisa.l.jones@hq.doe.gov](mailto:lisa.l.jones@hq.doe.gov) if you are experiencing problems receiving your statements from BOA in a timely manner. Ms. Jones has the capability to access the statement via the BOA EAGLS systems. She will fax a copy of your statement upon request.
  9. Contact ME-144 if you have any questions concerning this guide:

Lisa Jones, Accountant	301-903-1406	<a href="mailto:lisa.l.jones@hq.doe.gov">lisa.l.jones@hq.doe.gov</a>
Cindy Forder, Team Leader	301-903-5333	<a href="mailto:cynthia.forder@hq.doe.gov">cynthia.forder@hq.doe.gov</a>
Tammy Ware, Director	301-903-4217	<a href="mailto:tammy.ware@hq.doe.gov">tammy.ware@hq.doe.gov</a>